

CENTRAL BUCKS SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

COMMENCED:

CENTRAL BUCKS SCHOOL DISTRICT ADMINISTRATIVE REGULATION Student Transportation Opt-Out Procedures

I. Purpose

This Administrative Regulation establishes procedures for families who elect to opt their student(s) out of Central Bucks School District-provided transportation. It also establishes procedures for the District to temporarily cease transportation services when assigned transportation is not utilized for an extended period of time.

II. Scope and Eligibility

Families may elect to opt their student(s) out of District-provided transportation when transportation is not needed for an extended period of time, including but not limited to alternative school schedules, family-provided transportation arrangements, temporary schedule changes, or other circumstances in which the need for District transportation does not exist. Opting out of transportation does not change a student's school assignment, attendance obligations, eligibility for transportation under applicable law or District policy, or any services required through an Individualized Education Program, Section 504 plan, or other legally required accommodation.

III. Parent/Guardian Opt-Out Request Process

A parent/guardian may request to opt their student(s) out of District-provided transportation by submitting a written request to the Transportation Department. The request should include the student's name, school, grade, effective date of the opt-out, anticipated duration, and parent/guardian contact information. Requests to opt out of transportation shall be submitted by email to transportation@cbsd.org. The Transportation Department will review the request, update transportation records as appropriate, and communicate confirmation to the parent/guardian. Families remain responsible for ensuring the student's regular and timely attendance at school during any period in which District-provided transportation is not being used.

IV. District-Initiated Temporary Discontinuation of Transportation

The District reserves the right to temporarily cease transportation services for students who do not utilize assigned District transportation for a period of ten consecutive school days. Prior to or following the temporary discontinuation of service, the Transportation Department may update routing records, remove the student from active route assignments, and adjust bus stop information as needed to support operational efficiency, route accuracy, and responsible use of District resources. Temporary discontinuation of transportation due to non-use does not

eliminate the student's underlying eligibility for transportation, when otherwise applicable. It places the service in an inactive status until reinstatement is requested and processed.

V. Reinstatement of Transportation Services

If a family wishes to resume District-provided transportation after opting out or after transportation has been temporarily discontinued due to non-use, the parent/guardian shall submit a written request by email to transportation@cbsd.org. Families should understand that reinstatement of transportation may take a minimum of five business days from the time the request is received by the Transportation Department. Additional time may be required depending on route capacity, routing adjustments, school calendar considerations, staffing, or other operational factors. Once service has been reinstated, the Transportation Department will communicate the effective date of resumed transportation service to the parent/guardian.

VI. Parent/Guardian Responsibilities

During any period in which transportation is inactive, the parent/guardian is responsible for transporting the student to and from school or otherwise ensuring the student's timely arrival and dismissal in accordance with school procedures. The parent/guardian is responsible for notifying the Transportation Department in writing when transportation is no longer needed or when transportation services need to resume. Families should not place a student at a bus stop or expect transportation to resume until the Transportation Department has confirmed the reinstatement date.

VII. Transportation Department Responsibilities

The Transportation Department is responsible for maintaining accurate transportation records, processing opt-out and reinstatement requests, communicating service changes to families, and coordinating route adjustments consistent with operational needs and applicable District procedures. The Transportation Department may coordinate with school administration, registration staff, special education staff, or other District personnel when needed to verify student eligibility, service requirements, or transportation-related accommodations.

VIII. General Provisions

This Administrative Regulation shall be implemented in a manner consistent with applicable law, Board policy, student transportation eligibility requirements, and any legally required student-specific transportation services. Nothing in this Administrative Regulation shall be interpreted to limit the District's ability to make transportation decisions necessary to promote student safety, operational efficiency, compliance, or responsible stewardship of District resources.